



Application
Processing Fee:
\$25.00

Permit No: _____

CITY OF LAKE FOREST

TEMPORARY BANNER PERMIT APPLICATION

Submit completed application to City of Lake Forest Development Services Dept., Planning Division.
Public Counter hours: 8:00 a.m. to 11:45 a.m.; 1:00 p.m. to 6:00 p.m. Mon. – Fri. (closed on alternating Fridays)

Business Address:

City: Lake Forest **ST:** CA **ZIP:** _____

Business Name: _____

Applicant/ Contact Person: _____ **Title:** _____

Telephone No: _____ **e-mail:** _____

Shopping Center/ Business Park: _____

Banner Display Period: Start Date: _____ **End Date:** _____

TEMPORARY BANNER REGULATIONS

- Banners may be displayed with an approved Temporary Banner Permit for a maximum of 30 consecutive days per permit, and 60 consecutive days per year.
- A maximum of two Temporary Banner Permits may be issued per business, per address, per calendar year.
- A single temporary banner permit application may be used to apply for one permit (30 days max.) or two permits (60 days max.).
- Only one temporary banner may be displayed at any time.
- Banners shall not exceed 50 sq. ft.
- Banners must be securely fastened to the corresponding business storefront/wall and shall not be affixed to the roof or above the top of the parapet wall. *(Alternative locations may be considered by the Director of Development Services only in unique circumstances applicable to the property.)*
- A copy of the City-approved Temporary Banner Permit application must be kept on-site.
- A City-issued approval sticker must be affixed to the banner display.

APPLICANT CERTIFICATION

I hereby certify that the property manager/owner (or designee) has authorized the proposed banner display, that I have read and understand the temporary banner regulations, and that all information provided on this application true and correct.

Applicant Signature: _____ **Date:** _____

DIAGRAM OF PROPOSED TEMPORARY BANNER

Indicate the height, length, copy and location of the proposed banner on the building.

SITE PLAN ("bird's eye" view)

Depict the location of building(s), parking area(s), driveway(s) and the proposed Banner.

FOR CITY USE ONLY

Approved By: _____ Date: _____